



Career Opportunity

February 23, 2022

State Employee Only

**DIRECTOR OF ADMINISTRATIVE SERVICES
(General Administration Manager II)
Payband 6**

Position #00040

Location:

**2801 Kensington Ave
Richmond, VA 23221**

Maximum Hiring Range:

Salary Negotiable to \$105,722

Position Description

Are you seeking a challenging opportunity with a great working culture and desirable location? If so, the Department of Historic Resources has a position just for you. This position offers a career opportunity for an individual with a well-balanced and broad financial background as well as proven leadership skills. Core responsibilities consist of providing executive-level planning, direction, and management of agency administrative operations including budget, accounts payable and receivable, grants, procurement, policy, human resources and internal controls in the furtherance of the agency's core mission. Monitors agency appropriations and provides overall agency budget planning and management as well as oversight and supervision of DHR's complex finances, which includes administration of both state and federal grants and all finance and procurement activities within the agency. Resolves complex problems, sensitive policy issues and serves as the agency Fiscal Officer, expected to possess and apply working knowledge of the aforementioned areas. Serves as the agency's primary Cardinal HCM Change Network Contact for coordinating all Cardinal HCM conversion processes, ensuring proper accounting of all agency transactions and as a primary advisor to Agency Head on all financial matters. Supervises a staff of three professionals: Procurement Officer to ensure agency purchases, inventory, FAACS, leases, and internal controls conform to applicable state and federal guidelines; Grants/Finance Manager to ensure compliance with state and federal grant management and financial requirements; HR Manager to ensure compliance with state and federal human resource requirements. This position will need to ensure respective functions are in compliance with applicable state and federal guidelines and that the agency needs are met. Other duties may be assigned.

Qualifications Guide

Considerable management-level experience in budget/resource analysis, procurement, grants and finance management, human resource management, and financial planning and forecasting. Extensive knowledge of state government financial management processes; budget development, execution, monitoring, and analysis; state and federal policies and procedures for accounting and reporting. Demonstrated knowledge of techniques for analysis of complex financial data and financial transactions; financial report preparation; state procurement policies and procedures. Ability to apply knowledge of auditing and financial information systems; analyze, develop, and implement state policies, procedures, plans and legislative actions and to plan and set objectives to achieve results; foster teamwork and work effectively and collaboratively as a member of senior leadership; supervise professional staff. Extensive quantitative and analytical skills. Documented record of successful compliance with DOA and DPB guidelines. Excellent interpersonal, verbal, and written communication skills. Effective training and presentation abilities. Considerable skill in the use of Microsoft Office Suite, Cardinal, eVA, CIPPS, and various software. Applicant should have working knowledge of human resource principles and practices. Familiarity with PMIS, HurMan, VNAV are preferred. Advanced degree in finance, public administration, business administration, accounting or a related discipline preferred or equivalent combination of training and experience may substitute for an advanced degree. Extensive proven management experience and professional certifications (CPA or CGFM) and (VCO) are preferred. Limited teleworking may be possible; approval is at the discretion of the supervisor. A criminal background check to include credit and to file an annual Statement of Economic Interests are all conditions of employment. A valid driver license is required.

Application Requirements

To be considered for this position a completed state application must be received through the on-line employment system by Wednesday, March 9, 2022 at <http://jobs.virginia.gov/>.

EOE

DHR is an equal opportunity employer who values diversity in the workforce. Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.